

SaddleBrooke Villas Association No. 20, Inc.

APPROVED MINUTES
BOARD OF DIRECTORS MEETING
Thursday, November 20, 2014
Activity Center

1. **Call to Order** - President Melanie Neilson called the meeting to order at 9:12 A.M. and established there was a quorum with four Board Members present.

Board Members Present (4) -- Melanie Neilson, Esther Peabody, George Nersesian and Marvin Wycoff. Ed Sand was absent due to a family illness.

Residents in Attendance (19) -- Doris Bickel, Dal & Liz Foreman, Bob & Judeann Sharp, Frank & Connie Witkowski, Britt Northcutt, Don & Joan Ebbeson, Cathy & Bill Howard, Helen & Phil Schetky, Dennis Hill, Bea & Ron Tuxbury, Catharina Thomsen and Jack Neilson

Guests Present -- HOA One General Manager Vivian Timian and Board President Paul Fuchs.

2. **Approval of Minutes** -- George moved and Marvin seconded approval of the August 21, 2014 Board Meeting Minutes. Motion passed
3. **HOA #1 Report:** General Manager Vivian Timian gave updates on HOA One projects. She said the paving was done around the Clubhouse and that striping of SaddleBrooke Blvd. has been completed. Britt Northcutt complimented Vivian for her hands-on approach of managing HOA One and being aware of what was happening in HOA One. Britt stated that, "We are lucky to have you as General Manager."
4. **President's Report** -- Melanie expressed her appreciation to Dal Foreman and members of the Election Committee for their efforts in securing three 2015 Board Candidates. Appreciation was also extended to all Villas volunteers who contribute to making the Villas an attractive, friendly and welcoming place to live.
5. **Treasurer's Report** -- Mike Hatmaker had sent out the monthly financial report to all Board Members. Ron Tuxbury affirmed that at the end of October the Villas finances were on track with our budget. Currently we have about \$100,000 in the bank as reserves and expect a \$15,000 surplus over the projected budget at the end of the year. Therefore the Finance Committee is recommending that the Villas 2015 monthly maintenance fee remain at \$165.
6. **Committee Reports** -- Questions & Answers Regarding Committee Reports:
 - a. **Financial Report** -- Ron Tuxbury (see above Treasurer's Report)
 - b. **Landscaping** -- Marvin Wycoff handed out a copy of his report stating that Northwest Landscaping is blowing and removing debris; removing and spraying weeds with colorless herbicide; trimming trees, oleanders and pittosporum plants away from Villas; pulling out gravel accumulated under shrubs and raking it into bare spots;

trimming uneven growth at the top of non-flowering shrubs and bushes and monitoring condition of plants to start winter care (more severe pruning of entire plant).

Twenty tons of rock was ordered and distributed. However the rock was to have been spread in two quadrants and it was only placed in one; therefore, Northwest gave us four more tons for free and it was spread as Marv directed. Marv asked Vivian if it was possible to have HOA One serve as our landscapers for the same cost as we pay Northwest Landscaping and she indicated she would check with Marco.

- c. **Maintenance** – Ron Tuxbury handed out his maintenance report stating that all roofs have been inspected and repaired where needed. He stated there is a two-year warranty on the work that was done. Three broken windows have been replaced and he is very happy with the speed and quality of the work of the company that we have used since transition from Robson. Golf ball dings will be repaired in the next two weeks as will ceiling cracks in the Sharp's, Foreman's, Costello's, Ebbeson's, Howard's, Tuxbury's and Thomsen's patios. Melanie and Ron had agreed that the driveway and walkway expansion joints need to have the old filler removed and replaced as it is now a trip hazard. Bob Sharp stated that it could be removed and not replaced. Vivian was asked how HOA One handles its expansion joints and she agreed to check with her staff and have them let us know.
- d. **Termites/Pests** – Liz Foreman e-mailed her report to all Villas owners. She did pass around a photo of "Stinky the skunk" that was residing in the entryway of a Villa. Jim Cloer came and trapped and removed it at no cost to the Villas.
- e. **ALC/Rules** – Doris Bickel expressed her appreciation for all the residents who read and abide by the ALCs and rules to keep an attractive appearance in the Villas.
- f. **Social** – In Brenda Robertson's absence Melanie announced that the Winter Celebration Dinner in RoadRunner Grill is scheduled **1/17/15** and our Pot Luck Dinner in Activity Center is scheduled **3/21/15**.
- g. **Election** – Dal Foreman (see 11/20/14 Meet the Candidate Session Minutes)

7. Action Items:

- a. George moved and Esther seconded approval of Unit 20's **\$300** donation to the HOA One Employees Appreciation Christmas Party. Motion passed.
- b. Marv moved and Esther seconded that pursuant to the Villas Bylaws, **Nancy Horvat, George Nersesian** and **Bea Tuxbury** being the only candidates for three vacant positions, are duly elected to the Board effective 1/1/2015. Motion passed.
- c. Marv moved and George seconded approval of **Wednesday, January 7, 2015** date for the Special Board Meeting to administer the oath of office to Nancy, George and Bea; to elect Board officers; and take any other actions as needed. Motion passed.
- d. Marv moved and George seconded approval for signing the landscaping contract with Northwest Landscaping effective January 1, 2015 at a cost of **\$1,630** (increase of \$32) monthly to equal annual cost of **\$19,560** (2% increase of \$384). Motion passed.

- e. George moved and Marv seconded approval of the continuation of our Association Management Agreement with HOA One in the amount of \$575.00 (same as previous year) per month = \$6,900 annually beginning January 1, 2015. Motion passed.
- f. George moved and Esther seconded approval **\$300** donation to Jim Cloer's "Catalina Nature Program" in appreciation of his assistance. Motion passed.
- g. **Action delayed until January 7, 2015** Board Meeting (Approve SaddleBrooke Villas Association No. 20, Inc. 2015 Budget).
- h. George moved and Esther seconded approval of the Villas Association 2015 maintenance fee remain at **\$165** monthly. Motion passed.
- i. Marv moved and George seconded approval of the 2015 meeting schedule for five (5) BOD meetings: **Wednesday, January 7; Monday, February 16** (immediately following Owners' Meeting); **Thursday, March 19 OR April 16; Thursday, August 20 OR September 17; Thursday, November 19 Meet the Candidates Session & Board Meeting** (budget review), and if needed **Monday, December 28 to count Ballots**. Motion passed.

8. Conference Items:

a. Old Business – Britt Northcutt expressed her frustration that the occupant of her adjoining villa is continuing to smoke and sell salmon out of her garage/home and the resulting fumes are causing Britt tremendous breathing problems. Britt now has COPD. Letters have been sent by HOA One to cease this activity but to no avail. Other residents in HOA One operate businesses out of their homes so that is not against HOA One rules. Britt and Ron have exhausted their options to make this activity stop.

b. New Business – Much discussion occurred regarding the vacant Villa that now has all utilities stopped and the resulting concern that there are neither functioning smoke detectors nor access for inspection for possible inside termite, pests or water damage that may impact the adjoining Villa. Legal action is planned again to secure back fees owed to the Villas Association.

c. Questions/Comments from Audience -- none

9. **Adjournment** – Meeting was adjourned at 11:01 a.m.

The next **Special Board Meeting** is scheduled **1:00 p.m. Wednesday, January 9** in the **Activity Center**.

Esther Peabody, Secretary